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ABSTRACT

The 6-hour workshop described is designed to familiarize librarians with a new reference tool--a union catalog on microfiche of 40 academic, school, public, and special libraries in Colorado--and teach them to use this tool in a variety of ways. Topics covered through lectures, small group discussions, and practical experience include the background and structure of the file, interlibrary loan retrieval, microfiche equipment, and the development of local procedures and protocol. Materials provided were developed for a workshop held in September 1979 using the PILOT version of the file: included are administrative information, the agenda, hand-outs for participants, preliminary mailings, sample interlibrary loan forms, a bibliography on microfiche, and an evaluation questionnaire. The flexible design provides for teaching this material in segments or adapting it in other ways to meet local needs. (RAA)

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COLORADO TITLE LOCATOR FILE

TRAINING WORKSHOP DESIGN

by

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University of Colorado at Boulder
Boulder, CO 80309

May 16, 1980

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COLORADO TITLE LOCATOR FILE

TRAINING WORKSHOP

INTRODUCTION

Colorado has a new reference tool for librarians and library users. The Colorado Title Locator File is a cooperative effort by Colorado libraries to provide more efficient access for Colorado citizens to the collections of libraries within the state. The Colorado Title Locator File can be consulted to identify bibliographical information for interlibrary loan and for other library purposes. It appears on microfiche with which not all librarians are familiar. It has characteristics unlike other common library tools. Instruction is needed to insure capable use.

This design is for a one-day workshop for library workers who will be using the Colorado Title Locator File. During the six hours of the workshop, there are lectures, small group discussions, practical experience, and time to talk to fellow participants during breaks and lunch. Information is included on Colorado Title Locator File background and structure, interlibrary loan retrieval, microfiche equipment, other uses of the File, practical exercises, development of procedures and protocol, and evaluation. This design can be used as a basis for a workshop, altered to suit individual needs and new developments, or used in segments.

The objectives of the workshop are: 1)to learn how to use the Colorado Title Locator File in a variety of ways, and 2) to help the library user get what is needed. Perhaps some unstated objectives might be: 1) to make sure that each person can use microfiche equipment efficiently, and 2) to promote good communication between librarians. At the end of the day it is expected that the participants will feel confident in using the File and microfiche equipment. The participants should also be able to produce high quality interlibrary loan requests and be prepared to help library users become acquainted with the File.

These materials were developed for the Colorado Title Locator File Workshop held September 18, 1979 at the College Inn Conference Center, University of Colorado at Boulder. The PILOT version of the Colorado Title Locator File was in use at that time. The material included here deals with the FIRST EDITION except where noted. The workshop and this design were developed under a Library Services and Construction Act grant from the Colorado State Library. Catherine Fine, the first project director of the Colorado Title Locator File and now with California Library Authority for Systems and Services and Virginia Boucher, Head of Interlibrary Cooperation, University of Colorado at Boulder, served as staff for the workshop. Catherine Fine has been of immeasurable help in making significant suggestions for this design.

COLORADO TITLE LOCATOR FILE

TRAINING WORKSHOP

CONTENTS

PRELIMINARY MAILING

This is a sample of the materials mailed to the participants of the September 18, 1979 workshop. Similar information should be imparted to any workshop participants.

REGISTRATION MATERIALS, EQUIPMENT AND SUPPLIES

Suggestions for packets, microfiche reader brochures, equipment, and supplies are included.

PROGRAM

The program structure and time is outlined. An earlier time for registration might be needed. Note that the group is divided into two groups for the 1 p.m. and 2:30 p.m. sections.

WELCOME

This contains an outline for the opening remarks.

COLORADO TITLE LOCATOR FILE BACKGROUND AND STRUCTURE

Some basic information on the Colorado Title Locator File is presented here. A lecture should be developed from these materials. Other examples, overhead transparencies, diagrams on the blackboard could be used to illustrate the points. A concluding summary of major points is recommended.

INTERLIBRARY LOAN RETRIEVAL

Verification, location, and call number information in the Colorado Title Locator File is outlined. A model interlibrary loan form is discussed. Careful interlibrary loan practice is reinforced.

MICROFICHE EQUIPMENT

"Basic Elements of a Versatile Microfiche Reader," by Catherine Fine, gives background material from which comments and a discussion could be developed.

OTHER USES

Discussion groups designed to give each one a chance to share ideas are suggested for this activity. Ideas which might come forth during the discussion are listed.

PRACTICUM

Microfiche readers and copies of the Colorado Title Locator File are needed for this session. Each person must have ample time to experiment

with the microfiche equipment and file structure of the File. These exercises were developed using the PILOT version of the File, but they work using the FIRST EDITION as well. More exercises, illustrating various types of entries, could be used here.

PROCEDURES AND PROTOCOL WHEN USING THE COLORADO TITLE LOCATOR FILE

This section needs to be developed by the workshop giver to suit local needs. Things to consider in development are given.

EVALUATION

An evaluation form used at the September 18, 1979 workshop is included.

PRELIMINARY MAILING

COLORADO TITLE LOCATOR FILE WORKSHOP

September 18, 1979

Boulder, Colorado

A one-day workshop for the Colorado Title Locator File training will be held in Boulder on September 18, 1979. You are cordially invited to participate. Though the time between the awarding of the grant and the workshop itself is extremely short, with your cooperation the workshop can be a success. Please read the information below and contact me by September 13, 1979 regarding your plans for attending the workshop. I look forward to working with you on this important occasion.

Virginia Boucher

Date: September 18, 1979

Time: Registration, 9:00 a.m.; Program, 9:30 a.m. - 4:30 p.m.

Place: College Inn Conference Center
17th and Athens
Boulder, CO 80302

Purpose: The purpose of the workshop is:

1) To train libraries receiving the Colorado Title Locator File in the multiple uses of the File.
2) To review interlibrary loan procedures in Colorado and emphasize the changes.
3) To develop a curriculum model that can be repeated in spring 1980 when the File is made widely available.

Focus: The workshop will cover Colorado Locator File structure, retrieval for ILL purposes, other uses of the File, practice using the File, ILL procedures and protocol, and information for purchase of microfiche equipment.

Sponsor: University Libraries, University of Colorado at Boulder has been awarded a Library Services and Construction Act grant from the Colorado State Library for conducting the workshop.

Staff:

Virginia Boucher
Head, Interlibrary Cooperation
University Libraries
University of Colorado
at Boulder

Catherine Fine
Former Director
Colorado Title Locator
File Project
Denver Public Library

Participants: The workshop is open to the interlibrary loan librarian from each of the 40 contributing libraries, the system directors, the system interlibrary loan librarians, Colorado State Library personnel, and the Colorado Title Locator File Evaluator.

The workshop is limited to 60 people, so there are a few spaces available for others. (Please contact Virginia Boucher in this situation.)

Registration Deadline: Thursday, September 13, 1979
Notify Virginia Boucher
Telephone: (303) 492-6176
Address: University Libraries
University of Colorado at Boulder
Boulder, CO 80309

(Give name, library, telephone number, and lodging needed.)

Expenses: The LSCA grant will pay for the expenses of an interlibrary loan librarian from each of the 40 libraries which contribute to the Colorado Title Locator File. The grant will also pay the expenses of the seven system directors and system interlibrary loan librarians.

Transportation: Due to budgetary considerations, car pooling is highly recommended. See the attached sheet on "Car and Plane Transportation" for car pooling suggestions. You may have even better ideas.

Lodging: Arrangements have been made with the College Inn for lodging the evening of September 17th. The budget allows for one person from the following to stay overnight and have breakfast at the College Inn. Virginia Boucher will contact the College Inn to complete your reservation.

Alamosa, Southern Peaks Public Library
Colorado Mountain College, East Campus, Leadville
Colorado Mountain College, West Campus, Glenwood Springs
Cortez Public Library
Durango Public Library
Eagle County Public Library
Fort Lewis College Library, Durango
Garfield County Public Library, New Castle
La Junta, Woodruff Memorial Library
Mesa College Library, Grand Junction
Mesa County Public Library, Grand Junction
Montrose Public Library
Northeast Colorado Regional Library
Pitkin County Public Library
Pueblo Regional Public Library
Rocky Ford Public Library
University of Southern Colorado Library, Pueblo
Western State College Library, Gunnison

Arkansas Valley Library System (Director, ILL Libn.)

Pathfinder Library System (Director)

Southwest Library System (Director, ILL Libn.)

Three Rivers Library System (Director, ILL Libn.)

Meals: Lunch will be provided at the College Inn for all workshop participants. For those staying overnight, dinner expenses are reimbursable at $8.00. (Breakfast will be provided at the College Inn for overnight participants.)

Parking: Ample parking is available at the College Inn Conference Center. Those who spend the night will get their parking sticker when they register. Those who commute need to stop by the College Inn registration desk for a sticker. These stickers must be placed in the window of the car while it is parked at the College Inn.

Advance Preparation: Put errors and queries you have on "QUERIES - COLORADO TITLE LOCATOR FILE PILOT VERSION" -- a sample of which is enclosed.

Please bring the microfiche of the pilot version of the CTLF with you.

Please bring the "QUERIES" with you also.

COLORADO TITLE LOCATOR FILE WORKSHOP
September 18, 1979
Boulder, Colorado PRELIMINARY MAILING

CAR AND PLANE TRANSPORTATION

Car: The budget allows for 14¢ per mile expenses and for using a car pool when appropriate. Please contact the libraries in your group to arrange the car pool.

Arkansas Valley

- La Junta, Woodruff Memorial Library
  Rocky Ford Public Library
- Pueblo Regional Public Library
  University of Southern Colorado Library
- Arkansas Valley Library System
  Director
  ILL Librarian

Central Colorado Library System

- Colorado State Library
  Denver Public Library

High Plains Library System

- Colorado State University Library
  Fort Collins Public Library
- High Plains Library System
  Director
  ILL Librarian
  University of Northern Colorado, Greeley

Plains and Peaks

- Air Force Academy Library
  Colorado College Library
  University of Colorado, Colorado Springs Library
- Plains and Peaks
  Director
  Pikes Peak Regional Library

Three Rivers

- Eagle County Public Library
  Garfield County Public Library, New Castle
- Three Rivers Library System
  Director
  ILL Librarian

-over-

Plane: The budget allows for the following to travel by plane and take the RTD bus to and from Boulder:

Alamosa, Southern Peaks Regional Library

Cortez Public Library

Durango Public Library

Fort Lewis College Library, Durango

Mesa College Library, Grand Junction

Mesa County Public Library, Grand Junction

Montrose Public Library

Pathfinder Library System Director, Montrose

Pitkin County Public Library, Aspen

Southwest Library System Director and ILL Librarian, Durango

Western State College Library, Gunnison

PRELIMINARY MAILING

QUERIES - COLORADO TITLE LOCATOR FILE
PILOT VERSION

If you find an error when you use the locator file or if you do not understand what you are reading on the microfiche, please complete this form and mail to: COLORADO TITLE LOCATOR FILE
DENVER PUBLIC LIBRARY
3840 YORK STREET
DENVER. CO 80205 DATE: _____

LIBRARY NAME: _____

STAFF NAME: _____

PATRON NAME: _____

Microfiche page number _____

Author/title section _____

Subject section _____

QUERIE:

COLORADO TITLE LOCATOR FILE STAFF WILL COMPLETE THIS PORTION AND RETURN TO YOU

ANSWER:

Date _____ 12 Initials _____

7/79 CTLF

COLORADO TITLE LOCATOR FILE

TRAINING WORKSHOP

REGISTRATION MATERIALS, EQUIPMENT, AND SUPPLIES

Packets

Paper

Pencil

Name Tags

Participants List - Staff List

Program

Meal Ticket

Brochures from Denver area vendors of microfiche equipment:

Bell & Howell	344-5360
Bruning	773-3500
Eastman Kodak	779-3360
NCR	758-3334
3 M	321-2344

Equipment and Supplies Needed

Microfiche Readers*

CTLF Microfiche
Overhead Projector
Screen
Black Board - Chalk or Flip Chart - Marking Pens
Masking Tape

*In the Denver area, microfiche readers can be rented from:

Micrographic Technology, Inc.
2161 Platte River Drive
Denver, CO 80223

(303) 934-2267

COLORADO TITLE LOCATOR FILE

TRAINING WORKSHOP

PROGRAM

9:30	Welcome
9:45	Colorado Title Locator File Background and Structure
10:30	Break
10:45	Interlibrary Loan Retrieval
11:30	Microfiche Equipment
12:00	Lunch
1:00	Group A. Colorado Title Locator File Practice.
	Group B. Other Uses of the Colorado Title Locator File (Acquisitions, Cataloging, Collection Development, Reference), Training Users, General Discussion, Break
2:30	Group A. Other Uses of the Colorado Title Locator File (Acquisitions, Cataloging, Collection Development, Reference), Training Users, General Discussion, Break
4:00	Procedures and Protocol When Using the Colorado Title Locator File
4:30	Evaluation
	Adjournment

COLORADO TITLE LOCATOR FILE

TRAINING WORKSHOP

WELCOME

1. Welcome everyone to the Colorado Title Locator File Training Workshop

2. Purpose: To learn how to use the Colorado Title Locator File in a variety of ways

   To help the library user get what is needed

3. Program: Go over the program briefly. Note room assignment and group assignments.

4. Staff: Introduce the staff, hosts, etc.

5. Housekeeping comments: (if any)

6. Set tone for the day: Everyone has something to contribute

   Meet new people, learn from each other, help each other

   No question too elementary - ASK

   Here to learn to help ourselves and help library users

7. Let us make efficient use of library resources in Colorado.

COLORADO TITLE LOCATOR FILE

TRAINING WORKSHOP

COLORADO TITLE LOCATOR FILE BACKGROUND AND STRUCTURE

Definition: The Colorado Title Locator File is a cooperative effort by Colorado libraries to provide more efficient access for Colorado citizens to the collections of libraries within the state. It is a tool designed to facilitate interlibrary loan and other library functions in Colorado.

Funding: The project is funded with Library Services and Construction Act, Title I money (federal money) administered by the Colorado State Library.

Management: This project is managed by the Denver Public Library. Catherine Fine was the project director for the first microfiche - until August 1979. Wendy Penrose is the current director of the project.

Participants: Forty libraries participated in the first effort including academic, public, school and special libraries. These libraries are listed on the page containing the location codes. All seven library systems were represented in the sample. Different sizes of libraries were represented in the sample.

Numbers of records: 250 microfiche including 163 for the AUTHOR/TITLE file and 87 for the SUBJECT file make up the FIRST EDITION of the Colorado Title Locator File. There are 325,000 unique records, 1,026,872 locations, and 966,580 author, title, subject and added entries. These records were taken from cataloging in macine-readable form and from catalog cards. The number of records will increase as more entries are put into the File.

Time covered: The bulk of the records are from cataloging done 1973 to date. There are some older records because titles were acquired with earlier imprint dates after 1973. Some libraries have entered all their holdings into the File such as Pikes Peak Regional Library, Iliff School of Theology, and the University of Colorado at Colorado Springs.

Types of material:
Books, primarily,(a few serial titles without holdings)
Government publications from federal and state agencies for those libraries which catalog them
Juvenile titles
Popular fiction
Technical reports
Scholarly material
Foreign language titles
Popular non-fiction
What would normally be found in the card catalogs of participating libraries

Arrangement: The Colorado Title Locator File is divided into two sets of microfiche: AUTHOR/TITLE and SUBJECT (in red).
Important information is contained at the top of the microfiche.
Number of microfiche appears in the upper left corner. This number must be used in citing verification source.
Name and edition are on each microfiche. This information must be used in citing verification source.
Type appears as either AUTHOR/TITLE or SUBJECT. For verification source this can be listed as A/T or S.
Alphabet for records included on the microfiche is in the right hand corner.

Elements of the record: A main entry is the record by which an item is uniformly identified and cited. Main entries are very important for interlibrary loan. The main entry can be a personal author, a corporate author, or in some cases, a title. Main entries are identified by being put into the File in bold-faced, capital letters.

Examples: CAGAN, PHILLIP. (personal author)

CALIFORNIA. DIVISION OF FORESTRY. (corporate author)

CAMBODIAN-ENGLISH DICTIONARY (title used as main entry)

The subject entries are also in bold-faced, capital letters. (These are not main entries and should not be used in the bibliographical citation for interlibrary loan.)

Examples: MARRIAGE--AFRICA

MARS (PLANET)

MARX, KARL, 1818-1883--JUVENILE LITERATURE

When more than one record appears under a given author or subject, the author or subject entry is not repeated.

The different parts of the record are illustrated on the next page.

(1) CAGAN, PHILLIP.
(2) The hydra-headed monster: the problem of inflation in the United States/ Phillip Cagan. (3) Washington: (4) American Enterprise Institute for Public Policy Research, (5) 1974.
(6) 59 p. : (7) ill. ; (8) 23 cm. (9) (Domestic affairs study; 26)
(10) Includes bibliographical references. (11) ISBN:0844731459 :
(12) [74-022830]
(13) HP-FS HG538.C17

1. Author
2. Title
3. Place of publication
4. Publisher
5. Date
6. Pagination
7. Illustration
8. Height
9. Series
10. Bibliographical note
11. International Standard Book Number
12. Library of Congress card number
13. Location and call number
14. Subject

(14) INFLATION (FINANCE)--UNITED STATES.
(1) Cagan, Phillip.
(2) The hydra-headed monster: the problem of inflation in the United States/ Phillip Cagan. (3) Washington: (4) American Enterprise Institute for Public Policy Research, (5) 1974.
(12) [74-022830]
(13) HP-FS HG538.C17

A record may contain such additional elements as an edition statement, an added author or editor, an added title, etc. There are no tracings or other notes given.

Added entries in the AUTHOR/TITLE microfiche include titles, added authors and editors, series, and the like. These are the elements in the tracing of manual cataloging normally preceeded by a Roman numeral. The added entry is stated in normal type and repeated with authorship and publishing data. Locations and call numbers are also included. Pagination, illustration, height, series, bibliographical note, and ISBN are not included. A personal author may be the main entry (filed first) and an added entry (filed second).

Example: NIMKOFF, MEYER FRANCIS (main entry)

Nimkoff, Meyer Francis (added entry)

When doing interlibrary loan, the main entry, locations, and call numbers need to be noted. Remember only main entries and subjects appear in bold-faced, capital letters and that the most complete information is found with the main entry.

The subject microfiche (red) include major Library of Congress subject headings, personal names when used as the subject of a book, juvenile designations with a subject category, and others. These are the elements in the tracing of manual cataloging normally preceeded by Arabic numerals. Each subject heading appears in bold-faced capital letters. Under each subject heading, the entries are arranged by main entry in normal type. The subject heading is not repeated if there is more than one entry for it. Authorship, publishing data, locations, and call numbers are included in the entry. Once again, the main entry and the call numbers are particularly important for interlibrary loan.

Location codes are made up of abbreviations for the seven regional library service systems in Colorado followed by the National Union Catalog (NUC) code with the "Co" for Colorado deleted. The regional library service systems are represented as follows:

AV	Arkansas Valley
CC	Central Colorado
HP	High Plains
PF	Pathfinder
PP	Plains and Peaks
SW	Southwest
TR	Three Rivers

Example: Colorado State University HP-FS
(HP for the High Plains Library System and FS, the NUC code for Colorado State University omitting the "Co" for Colorado)

Denver Public Library CC-D
(CC for the Central Colorado Library System and D, the NUC code for the Denver Public Library omitting the "Co" for Colorado

If there is more than one library in a regional library service system represented, the system code is not repeated.

Call numbers appear to the right of the location code. The library whose code precedes the call number has assigned that call number in order to locate the item on the shelf. These call numbers can be either Library of Congress call numbers or Dewey call numbers.

Filing is done by the computer and may look strange or inconsistant. Just as individual cataloging practices vary from library to library, so do the records vary. Main entries and added entries, excluding subjects, are filed in one sequence of microfiche. Subject entries are filed in another. The sequence is alphabetical, although some aberations occur. Each column on the microfiche has a column header and a column end to help the user locate material. Main entries and subject entries are not repeated with each individual bibliographical record having the same entry. Numbers which are not written out are filed at the end of all the Z's. If the needed item cannot be found the way it is customarily listed, try variations. Take a good look at US and United States to see what can happen. The main thing to remember is to keep looking, just as one might flip through a group of catalog cards.

Conclusions:

1) The Colorado Title Locator File is not difficult to use.

2) The File has many access points: author, title, subject, and added entries which help librarians and library users find information.

3) The File is the beginning of bibliographical control of books or monographs in Colorado for the time period after the Regional Union Catalog was closed.

4) The File is a magnificent interlibrary loan verification and location tool of what is actually found in Colorado.

5) The File stimulates cooperative use of Colorado library resources.

Questions: Be sure to ask for questions from the audience.

Comment: For those who are interested in more technical information on the file structure, call Wendy Penrose, 575-3606.

COLORADO TITLE LOCATOR FILE

TRAINING WORKSHOP

INTERLIBRARY LOAN RETRIEVAL

I. The Colorado Title Locator File is an excellent source of verification and location information for interlibrary loans.

A. Standard information for a book:

1. Author, title, edition, place, publisher, date, series

2. Author, or main entry, can be personal, corporate, title and is represented by bold-faced capitals in the File

3. Edition important only if library user demands a particular one. Latest edition available for interlibrary loan is usually o.k.

4. Series may help lending library find the book on the shelf

B. Location information:

1. Regional library service system designations - should probably use own system first

2. National Union Catalog code minus Co for Colorado

C. Call number of <u>great</u> importance

1. Can be Dewey or Library of Congress

2. Samples:

SMITH, DUANE A.
Colorado mining...

CC-DU SPEC COLL TN24.C6S6

HP-F Cs 338.209788

-Fs TN24.C6S6

-GrU LAB SCHOOL TN24.C6S6

-GrW O 338.2097

PP-C CO 338.209 S645C

-UCS TN24.C6S6

TR-NeC 338.20978

3. Special designations such as SPECIAL COLLECTIONS and type of material such as F for fiction are important

II. Directions for filling out an interlibrary loan form using the Colorado Title Locator File.

A. Bibliographical information needed from the File can be briefer than the standard interlibrary loan citation

1. Call number should be put: in box on interlibrary loan form, before the citation on a TI terminal or TWX form, in borrowing notes on the OCLC terminal, or in space provided on system forms

No creativity allowed: must be complete and accurate. This is how a library retrieves material from the shelf.

2. Author/Main Entry (Bold-faced Capitals)

3. Title (may be brief)

4. Date of publication

5. Verification and location:

CTLF A/T 0016 or CTLC S 0086

B. Reminders

1. If looking at an added entry, be sure to identify and use main entry properly

2. Remember which file is being used, AUTHOR/TITLE or SUBJECT Do not give a subject as a main entry.

3. Use a full citation if necessary

III. Special uses

A. Card catalog for much of the State - tremendous access for all

B. Easy to find additional information

1. More books by the same author

2. Find author by looking under the title

3. Subject approach when other bibliographical information is doubtful

IV. Borrowing library obligated to do best possible job and Colorado Title Locator File makes it easy.

A. Get exactly what is needed

B. Save time and money

DO NOT REMOVE STUB WHEN USING GAYLORD #481 ENVELOPE

Date of request: 9/18/79 Not needed after: 11/18/79 Requester's order no. Holland, Henry

Call No.

INTERLIBRARY LOAN SERVICE
UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, CO 80309

A REQUEST

For use of Holland Status Faculty Dept. English

Book author: OR: periodical title, vol. and date

Merwin, William S

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only.

The first four books of poems. New York, Atheneum, 1975

Verified in: OR: item cited in CTLF A/T 82, Pilot Fiche.

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan
Pikes Peak Regional Library District
20 North Cascade Avenue
Colorado Springs, CO 80902

Request complies with
☐ 108 (g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: V. Boucher
(FULL NAME) Title Head, ILL

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

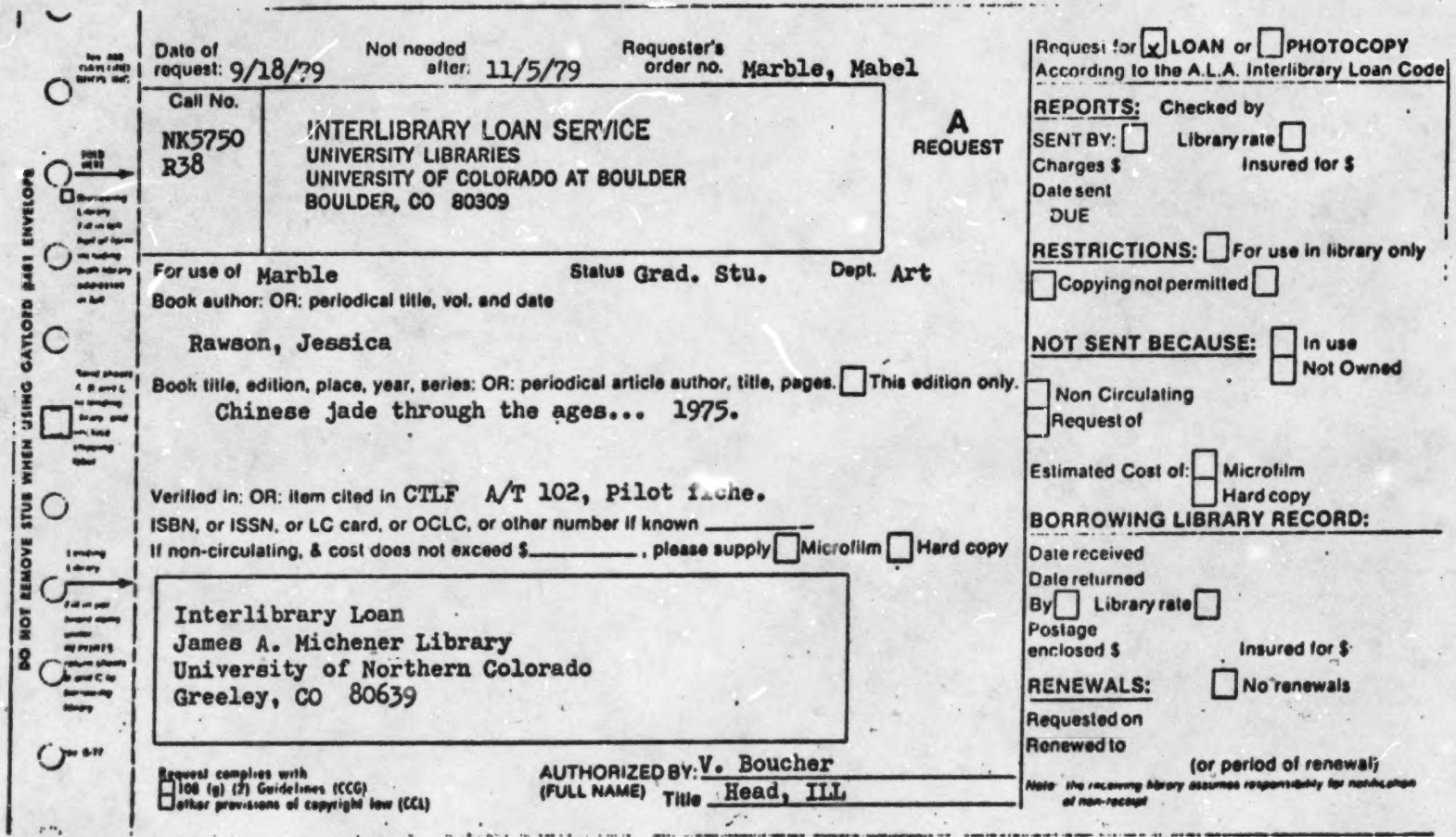
BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to (or period of renewal)

Note the receiving library assumes responsibility for notification of non-receipt

23

24



Date of request: 9/18/79 Not needed after: 11/5/79 Requester's order no. Marble, Mabel

Call No.
NK5750
R38

INTERLIBRARY LOAN SERVICE
UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, CO 80309

A REQUEST

For use of Marble Status Grad. Stu. Dept. Art

Book author: OR: periodical title, vol. and date

Rawson, Jessica

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only.

Chinese jade through the ages... 1975.

Verified in: OR: item cited in CTLF A/T 102, Pilot fiche.

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan
James A. Michener Library
University of Northern Colorado
Greeley, CO 80639

Request complies with
☐ 108 (g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: V. Boucher
(FULL NAME) Title Head, ILL

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt

DO NOT REMOVE STUB WHEN USING GAYLORD #481 ENVELOPE

25

26

BASIC ELEMENTS OF A VERSATILE MICROFICHE READER

The standard microimage for a standard microfiche four inch by six inch, 98-frame format, is 8-1/2 inches by 11 inches high. This microimage results from a magnification/reduction ratio of 24 times. The computer output microform (COM) format has two formats for microimage, depending on frame size. The standard magnification of COM microfiche is 48 times. A four inch by six inch fiche with 270 frames instead of 98 frames will have a microimage of approximately fourteen inches by eleven inches (the size of a computer printout). The second COM format of 270 frames produces a microimage of 8-1/2 inches by 11 inches when magnified 48 times.

SCREEN

The first element of evaluation is the screen of the microfiche reader. The screen projects the microimage. The microimage is how the information on the microfiche is magnified on the screen. Degradation, or distortion, occurs to a greater degree when standards and quality control are lacking from microfiche production and the microfiche reader.

The angle of inclination is described as that angle which deviates from the vertical. This factor is important to consider because it affects user comfort. This is especially true for those who wear corrective lenses, especially bifocals. Most people prefer some degree of angle because this resembles a comfortable position for reading.

TYPE OF PROJECTION

The type of projection, whether it is rear projection or front projection, is important to the evenness of the microimage. Rear projection screen readers tend to concentrate brightness in the center of the screen. This produces a clarity of the image in the center of the screen, but tends to distort the image on the edges. Front projection screens provide a more even image, but tend to lack clarity of image.

IMAGE QUALITY

Image quality depends on the lamp, lens, mirrors and screen. Resolution readings are one way to quantify qualities of a microfiche reader. This affects the clarity and sharpness of image. One aspect of clarity and sharpness depends on using a lens with the same magnification as the fiche is reduced. For example, the image would be sharp if a 42X lens were used with microfiche which had been reduced to 42X. Another term for this feature is image enhancement. Microfiche can be read with lenses which are not the same as the ratio of reduction. There is loss of clarity and a proportionate difficulty in reading the information.

OPTICAL SYSTEMS

There are three types of optical systems available in microfiche readers: interchangeable, dual magnification, and variable magnification. Interchangeable lenses provide for lens range, but must be changed manually. This is ineffective because lenses can be lost and incidence of breakage is high. Variable magnification provides for zoom features and is most useful when microfiche contain a variety of reductions within the fiche. Dual magnification allows for a range of lens capability, but the change is performed with the use of levers within the microfiche readers. All the machines evaluated have this type of modification.

CARD BED

The card bed should be rigid. It should be positioned so that the microfiche can be loaded and slipped into place for viewing so that the fiche is not scratched. A rigid fiche bed assures projection of a sharp, clean image.

MAINTENANCE

Maintenance refers to ease of cleaning glass flats which hold the microfiche for viewing; the ease of replacing the lamp; and other cleaning for which a manual provides instructions. Accepting a machine which is difficult for regular staff to maintain would be costly, because it would require service calls. If a library provides maintenance staff within its framework, a machine which is preferred for its image production and overall performance could be purchased effectively.

MICROFORM FLEXIBILITY

There are different lens requirements for microfiche generated from a printed page and microfiche generated as computer output microform.

PORTABILITY

A portable machine is less costly and may be the best consideration for a bookmobile or rural library service. Also, these machines are generally less expensive than console and may be purchased in order to have access to a fiche reader.

prepared by:
Catherine Fine
Project Leader
Colorado Title Locator File
September, 1979

CHECKLIST

1. Constant Frame-to-Frame Focus
2. Full-Page Viewing
3. Long Lamp Life
4. Uniform Screen Brightness
5. Uniform Across-Screen Focus
6. Easy Frame-to-Frame Scanning
7. Convenient Loading and Unloading
8. Easy-to-Reach Controls
9. Image Rotation Provision
10. Low-Operating Temperature
11. Convenient Lamp Replacement
12. Low Noise Level
13. Variable Light Control
14. Non-Glare Screen
15. Frame Location Index
16. Sturdy Construction

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COLORADO TITLE LOCATOR FILE

TRAINING WORKSHOP

OTHER USES (ACQUISITIONS, CATALOGING, COLLECTION DEVELOPMENT, REFERENCE), TRAINING USERS, GENERAL DISCUSSION

Be certain participants introduce themselves to each other. Get the participants to bring up ideas about other uses of the Colorado Title Locator File. Promote discussion within the group. Below are some suggestions of ideas which might be forthcoming.

Acquisitions

Identify material so it can be ordered

Search by author, subject, title

Prices in Books in Print

Cataloging

Bibliographic information - use what you need

Call numbers

Subject headings

Microfiche available when OCLC terminal down

Collection Development

Decide to purchase because not widely held

Decide not to purchase because widely held

Fill in or round out collection

Borrow, inspect before deciding to purchase

Lots of borrowing leads to purchase

Reference

Material available on a given subject

Locations so can send person to that library

Verify bibliographical citations

Other works by same author

Bibliography on subject or by author

Training Users

Put where everyone can use

Point out key features

Explain elements of an entry

Encourage browsing through microfiche

Post instructions, abbreviations

PRACTICUM FOR THE
COLORADO TITLE LOCATOR FILE WORK SHOP

Alison Walth
Sylvia Bailey
Ann Brandt

There will be two sessions for the practicum with approximately 30 people per session.

The first session is from 12:45 to 1:45
The second session is from 1:45 to 2:45

Please be sure that the Colorado Room is set up for the practicum. You may be able to do this at break time (10:30 to 10:45) because the Colorado Room will be in use until lunch time. You will be lunching with the other participants.

In checking for the readiness of the Colorado Room, please check for the following:

- microfiche readers - be sure that they are plugged in and working
- Pilot version CTLF - we will need 11 copies. Sylvia will bring approximately 4 sets. The other sets will come from the participants to the workshop
- CTLF sample fiche - there are 30 copies. be sure that there is one set per fiche reader. This sample fiche shows the new format with library locations and call numbers with each entry.
- packets with the following information (65 packets)
  - 3 query forms (Sylvia is bringing them)
  - 3 ALA interlibrarry facsimiles
  - 1 sheet with instructions and the problems to be worked
  - 1 sheet of codes from the CTLF

These packets will need to be assembled before lunch and after morning registration.

TASKS FOR THE PRACTICUMS

These sessions are one hour each. The most important part of these sessions is answering the problems and going over the answers. Each person will take a turn in finding the answer to the question and will explain how he/she found the answer. When the group is answering an interlibrary loan question, each person in the group will fill out an interlibrary loan facsmilie.

Please plan for the following time spans:

10 minutes	hand out packets and group people around the fiche readers (approximately 3 per fiche reader)
	go over the instructions on the problems sheet
20 minutes	Answer the problems on the sheet of paper. Fill out inter-library loan forms. Alison and Ann can help. Sylvia can observe and help answer questions she is familiar with.
20 minutes	Go over problems with the answers. Alison will have sheets with the ILL forms correctly filled out. These will be distributed to the participants.
10 minutes	Fill out query forms with any questions or comments on fiche format, usefulness, confusions, questions.

IF THERE IS TIME, PEOPLE CAN CHECK THE MICROFICHE EQUIPMENT WITH THE SURVEY OF COMMENTS I GAVE OUT IN THE REGISTRATION PACKET

ALSO, PEOPLE CAN LOOK OUT THE FORMAT OF THE FIRST EDTTION.

THANK YOU FOR ALL YOU HELP

PROBLEMS FOR THE PRACTICUM
COLORADO TITLE LOCATOR FILE WORK SHOP

THERE ARE 6 questions which cover some of the basic points in the file structure and format of the COLORADO TITLE LOCATOR FILE. You will be working in groups. We prefer that each person in the group take a turn in answering a question. For those questions which require you to fill out an interlibrary loan facsimilie, each person is asked to fill one out. Ann Brandt and Alison Walth will try to anwer your questions. After you have answered the questions, Alison will go over the answers with the group.
We have tried to apply these situations to library situations. We hope you enjoy working on these problems.

Use CTLF SAMPLE FICHE. Fill out an interlibrary loan form.

1. An adult patron wants advanced wind energy systems.

2. A patron has heard about a book on television called THE NATURE OF GOODNESS by G. H. Palmer. He cannot find it in your catalog.

3. an adult patron is doing a serious study on folklore and has urgent need for Charles M. Skinner's AMERICAN MYTHS AND LEGENDS.

Use CTLF PILOT FICHE.

1. A patron wants to see how he can put solar energy to use in his home. He wants to start with a small project and little money outlay. You have checked your catalog and found nothing. You have no other source for information except the Colorado Title Locator File. Check to see if you can find something for your patron.

2. Look at Meserve, Walter, J. AN EMERGING ENTERTAINMENT.
   - How many locations are there?
   - How many library systems are represented?
   - Where would you send this request?

3. Find a main entry for some letters of St. Bernard.

COLORADO TITLE LOCATOR FILE WORKSHOP

September 18, 1979
College Inn Conference Center
University of Colorado at Boulder

LOCATION CODES FOUND ON COLORADO TITLE LOCATOR FILE FOR 1978-1979

Av-Lj	LA JUNTA-WOODRUFF MEMORIAL	HP-GrW	WELD COUNTY PUBLIC
AV-P	PUEBLO REGIONAL	HP-WrN	NORTHEAST COLORADO REGIONAL
AV-PS	UNIVERSITY OF SOUTHERN COLORADO	PF-Gj	MESA COUNTY PUBLIC
AV-Rf	ROCKY FORD	PF-GjM	MESA COLLEGE
CC-BBS	NOAA	PF-GuW	WESTERN STATE COLLEGE
CC-D	DENVER PUBLIC LIBRARY	PF-Mo	MONTROSE PUBLIC
CC-DCC-R	COMMUNITY COLLEGE OF DENVER RED ROCKS	PP-C	PENROSE-PIKES PEAK
CC-DI	ILIFF SCHOOL OF THEOLOGY	PP-CA	AIR FORCE ACADEMY
CC-DU	UNIVERSITY OF DENVER	PP-CC	COLORADO COLLEGE
CC-G	COLORADO SCHOOL OF MINES	PP-CE	PIKES PEAK COMMUNITY COLLEGE
CC-GJ	JEFFERSON COUNTY PUBLIC	PP-U-CS	CU-COLORADO SPRINGS
CC-LH	LORETTO HEIGHTS	SW-Al	ALAMOSA, SOUTHERN PEAKS
CC-LiA	ARAPAHOE REGIONAL	SW-Co	CORTEZ PUBLIC LIBRARY
CC-Li-S	LITTLETON PUBLIC SCHOOLS	SW-Du	DURANGO PUBLIC LIBRARY
CC-U	CU-BOULDER	SW-Duf	FORT LEWIS COLLEGE
CC-U-DA	AURARIA	TR-As	PITKIN CO PUBLIC
CC-Z	COLORADO STATE LIBRARY	TR-Eag	EAGLE COUNTY PUBLIC LIBRARY
HP-F	FORT COLLINS PUBLIC LIBRARY	TR-GsC	COLORADO MOUNTAIN COLLEGE-WEST
HP-FS	COLORADO STATE UNIVERSITY	TR-LeC	COLORADO MOUNTAIN COLLEGE-EAST
HP-GrU	UNIVERSITY OF NORTHERN COLORADO	TR-Nc	GARFIELD CO PUBLIC

DO NOT REMOVE STUB WHEN USING GAYLORD #481 ENVELOPE

Date of request: | Not needed after: | Requester's order no.

Call No.

INTERLIBRARY LOAN SERVICE
UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, CO 80309

A REQUEST

For use of | Status | Dept.

Book author: OR: periodical title, vol. and date

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only.

Verified in: OR: item cited in

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Request complies with
☐ 108 (g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: _____
(FULL NAME) Title _____

Request for ☐ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:

Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to
(or period of renewal)

Note the receiving library assumes responsibility for notification of non-receipt

QUERIES - COLORADO TITLE LOCATOR FILE
PILOT VERSION

If you find an error when you use the locator file or if you do not understand what you are reading on the microfiche, please complete this form and mail to: COLORADO TITLE LOCATOR FILE
DENVER PUBLIC LIBRARY
3840 YORK STREET
DENVER CO 80205

DATE: _____

LIBRARY NAME: _____

STAFF NAME: _____

PATRON NAME: _____

Microfiche page number _____

Author/title section _____

Subject section _____

QUERIE:

COLORADO TITLE LOCATOR FILE STAFF WILL COMPLETE THIS PORTION AND RETURN TO YOU

ANSWER:

Date _____ Initials _____

7/79 CTLF

DO NOT REMOVE STUB WHEN USING GAYLORD 8481 ENVELOPE

Date of request: | Not needed after: | Requestor's order no.

Call No.
TJ825
W5
1974

INTERLIBRARY LOAN SERVICE
UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, CO 80309

A REQUEST

For use of | Status | Dept.

Book author: OR: periodical title, vol. and date
Workshop on Advanced Wind Energy Systems, Stockholm, 1974.

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only.
Advanced wind energy systems: workshop proceedings... 1976.

Verified in: OR: item cited in CTLF A/T 1 Sample fiche.
ISBN, or ISSN, or LC card, or OCLC, or other number if known _____
If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Request complies with
☐ 108 (g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: _____
(FULL NAME) Title _____

Request for ☐ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

DO NOT REMOVE STUB WHEN USING GAYLORD 8481 ENVELOPE

Date of request: | Not needed after: | Requestor's order no.

Call No.
BJ1401
P2
1903

INTERLIBRARY LOAN SERVICE
UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, CO 80309

A REQUEST

For use of | Status | Dept.

Book author: OR: periodical title, vol. and date

Palmer, George Herbert

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only.

The nature of goodness... . 1903.

Verified in: OR: item cited in CTLF A/T 2, Sample fiche.

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Request complies with
☐ 108 (g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: _____
(FULL NAME) Title _____

Request for ☐ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to (or period of renewal)

Note the receiving library assumes responsibility for notification of non-receipt

DO NOT REMOVE STUB WHEN USING GAYLORD 8661 ENVELOPE

Date of request:

Not needed after:

Requester's order no.

Call No.

SPEC
COLL
GR105
S52

INTERLIBRARY LOAN SERVICE
UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, CO 80309

A REQUEST

For use of

Status

Dept.

Book author: OR: periodical title, vol. and date

Skinner, Charles Montgomery

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only.

American myths and legends... 1903.

Verified in: OR: item cited in CTLF A/T 2, Sample fiche.

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Request complies with
☐ 108 (g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: _____
(FULL NAME) Title _____

Request for ☐ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt

DO NOT REMOVE STUB WHEN USING GAYLORD #481 ENVELOPE

Date of request: 9/18/79 Not needed after: 10/15/79 Requester's order no. Palmer, John

Call No.
BX4700
B5A42
1904

INTERLIBRARY LOAN SERVICE
UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, CO 80309

A REQUEST

For use of Palmer Status Faculty Dept. History

Book author: OR: periodical title, vol. and date

Bernard de Clairvaux, Saint, 1091?-1153

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only.

Some letters of Saint Bernard ... London, J. Hodges, 1904.

(Great letter writers: S. Bernard of Clairvaux)

Verified in: OR: item cited in CTLF A/T 12, Pilot Version
ISBN, or ISSN, or LC card, or OCLC, or other number if known _____
If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan
Ira J. Taylor Library
2233 S. University Blvd.
Iliff School of Theology
Denver, CO 80210

Request complies with
☐ 108 (g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: V. Boucher
(FULL NAME) Title Head, ILL

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt

43 Full bibliographic citation.

DO NOT REMOVE STUB WHEN USING GAYLORD #481 ENVELOPE

Date of request: | Not needed after: | Requester's order no.

Call No.
BX4700
B5A42
1904

INTERLIBRARY LOAN SERVICE
UNIVERSITY LIBRARIES
UNIVERSITY OF COLORADO AT BOULDER
BOULDER, CO 80309

A REQUEST

For use of | Status | Dept.

Book author: OR: periodical title, vol. and date
Bernard de Clairvaux, Saint

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only.
Some letters of Saint Bernard... 1904.

Verified in: OR: item cited in CTLF A/T 12, Pilot Version
ISBN, or ISSN, or LC card, or OCLC, or other number if known _____
If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan
Ira J. Taylor Library
2233 S. University Blvd.
Iliff School of Theology
Denver, CO 80210

Request complies with
☐ 108 (g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)

AUTHORIZED BY: V. Boucher
(FULL NAME) Title Head, ILL

Request for ☐ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

Short citation for Colorado Title Locator File use in Colorado.

47

COLORADO TITLE LOCATOR FILE

TRAINING WORKSHOP

PROCEDURES AND RPOTOCOL WHEN USING THE COLORADO TITLE LOCATOR FILE

These are suggestions for development of this section.

1. Responsibilities for borrowing library for verification, location, and transmission of interlibrary loan requests.

2. Correct format for interlibrary loan requests.

3. Procedure for forwarding a request:

   Local
   System headquarters
   Colorado Resource Center
   Other libraries in Colorado
   Libraries in other states
   Other forwarding procedures

4. Interlibrary loan codes: Colorado Interlibrary Loan Code and National Interlibrary Loan Code.

5. Where library holdings can be found:

   OCLC, Inc.
   Colorado Title Locator File
   National Union Catalog
   Regional Union Catalog at the Bibliographical Center for Research
   Serials lists for various Colorado libraries

6. Colorado Library Network - Payment for Lending program and its importance to major lenders

7. Lending library responsibilities

COLORADO LIBRARY NETWORK PARTICIPANTS

LIBRARY USERS

ACADEMIC LIBRARY

PUBLIC LIBRARY

SCHOOL LIBRARY

SPECIAL LIBRARY

REGIONAL LIBRARY SERVICE SYSTEM

COLORADO RESOURCE CENTER (DPL)

COLORADO STATE LIBRARY

DOLLARS AND COORDINATION

ACADEMIC RESOURCE CENTER (CU)

COLORADO TITLE LOCATOR FILE WORKSHOP

September 18, 1979
College Inn Conference Center
University of Colorado at Boulder

EVALUATION OF WORKSHOP

1. In what type of library do you work?

   Academic_____ Public_____ School_____ Special_____
   System_____ Other_____

2. How would you rate your knowledge of interlibrary loan procedures and protocol?

   Elementary_____ Intermediate_____ Advanced_____

3. Did you use the Colorado Title Locator File prior to this workshop?

   Yes_____ No_____

4. The objectives of the workshop were as follows:

   a. To train libraries receiving the Colorado Title Locator File in the multiple uses of the File.

   b. To review interlibrary loan procedures within Colorado and emphasize the changes.

   Comment on how well you think the objectives were met:

5. Please rate the workshop. Circle one:

Methodology of workshop	5 Outstanding	4	3	2	1 Inferior
Content of workshop	5 Outstanding	4	3	2	1 Inferior
Overall view of workshop	5 Outstanding	4	3	2	1 Inferior

6. What information should have been added?

7. What information should have been left out?

8. Are you planning to use the Colorado Title Locator File when you return to your library?

   Yes_____ No_____ Maybe_____

9. Additional comments: